

**U.S. DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES  
REHABILITATION SERVICES ADMINISTRATION  
WASHINGTON, DC 20202**

**POLICY DIRECTIVE**

**RSA-PD-95-04**

**RSM-1250**

**DATE : May 1, 1995**

**ADDRESSEES : STATE VOCATIONAL REHABILITATION AGENCIES  
(GENERAL)**

**STATE VOCATIONAL REHABILITATION AGENCIES (BLIND)**

**CLIENT ASSISTANCE PROGRAMS**

**REGIONAL REHABILITATION CONTINUING EDUCATION  
PROGRAMS (RRCEPS)**

**RSA SENIOR MANAGEMENT TEAM**

**SUBJECT : Announcement of OMB approval for Collection of Data in the Case  
Service Report (RSA-911)**

**POLICY STATEMENT :** Under the Paperwork Reduction Act of 1980, the Office of Management and Budget (OMB) has approved the collection of data by RSA through the individual client Case Service Report (OMB Number 1820-0508). The approval permits data collection for case closures through Fiscal Year 1995.

The basic RSA-911 record image format has been retained, but some data changes have been introduced to bring reporting requirements into compliance with the Rehabilitation Act amendments of 1992 and 1993 and to forward other program interests. There are four new services, two data elements to reflect an individual's prior work history, a new date (of eligibility) and the use of the Rehabilitation Act definition of severe disability for reporting purposes (Section 7(15)). Many instructions have been re-written for the sake of clarity and the codes for reporting types of services provided have been greatly simplified. An attachment to this memorandum summarizes whether and how each RSA-911 data element has changed, even if only in nomenclature.

All relevant RSA-911 materials (instructions, edit specifications, and data quality crosschecks) have been brought together into a single Manual replacing four earlier issuances--RSA-IM-86-33 (April 17, 1986), PPD-88-10 (August 29, 1988), PD-91-10 (April 2, 1991) and PD-93-02 (November 10, 1992)--which are now superseded. The Manual has been designed in a manner to stress the need for data quality and integrity of the highest order. Comparison checks, for example, appear

in the body of the instructions as well as in a separate section by themselves.

The due date, traditionally six weeks after the fiscal year of reference, has been lengthened to eight weeks, or November 30.

As always, the speed with which RSA-911 changes are to be implemented is of major concern to us. Agencies are asked to incorporate revisions as quickly as possible. If, for example, an agency already uses the date of eligibility in its internal reporting/tracking system, it should begin recording this date for RSA-911 purposes without delay. Agencies finding that some coding and definitional changes can be instituted expeditiously, should not hesitate to begin recording them in the new manner. Some new information, of course, has no counterpart in State agency systems and will have to be gathered from the beginning, and some coding and definitional changes cannot be incorporated immediately. In these instances, agencies will have twelve months from the receipt of this memorandum to complete all requested revisions. **Agencies are asked not to withhold the reporting of information (a) to wait for the start of a fiscal year cycle or (b) because it is available for some, but not all, of its case closures.**

Submitting RSA-911 data on diskette or CD-ROM is now preferred to magnetic tape. All submittals, in whatever form, should be sent to:

Rehabilitation Services Administration  
Office of Program Operations  
Basic State Grants Branch  
Statistical Unit  
Switzer Building, Room 3211  
Washington, DC 20202-2735

For the purpose of these data collections, State rehabilitation agencies shall comply with the requirements of 34 CFR 361.49 (Protection, use and release of personal information) in obtaining data from individual clients.

- CITATIONS IN LAW** : Sections 12(a), 13, 14(a), 101(a)(9)(D), 141 and 636 of the Rehabilitation Act, as amended, and the Paperwork Reduction Act of 1980, as amended.
- CITATIONS IN REGULATIONS** : 34 CFR 361.23 and 34 CFR 361.49
- EFFECTIVE DATE OF POLICY** : October 1, 1993
- EXPIRATION DATE** : January 31, 1996
- INQUIRIES** : Regional Commissioners

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Fredric K. Schroeder  
Commissioner